

## Pay Online

**PAY ONLINE** with e-check or credit/debit card through Enroll & Pay. An e-check is an electronic withdrawal from a checking or savings bank account. No additional fee is charged for online e-check payments unless the check is returned unpaid to the university. Unpaid checks are charged a \$30 non-refundable fee. There is a convenience fee assessed on each credit/debit card transaction (see [sar.ku.edu](http://sar.ku.edu) for current percentage). To avoid non-refundable late payment fees, online payments must be processed by the appropriate due date. To pay online:

### Student Instructions:

1. Log into the [Enroll & Pay system](#)
2. From the Student Homepage, select the Student Financials Tile.
3. Click the “Pay Bills/Beak’em Bucks/Dining \$” link from the left-hand menu.
4. (Ensure that pop-ups are allowed) The page will default to the “Pay Bills” tab, so simply click the green “Pay Tuition, Housing and Other Charges” button. This will open a new tab/window to the payment site. \*You may need to re-login and select your Campus Identity Provider, University of Kansas – Lawrence or University of Kansas Medical Center. (If you wish to add funds to Beak’em Bucks or to a Dining Dollars plan, please click on the corresponding tab instead).
5. Once in TouchNet, click the green “Make Payment” button in the Student Account box, enter amount to pay and click “Continue”, choose your payment method and click the “Select” box, then enter financial information to proceed.
6. Once the payment is processed, you will see a receipt. In addition, you will receive an e-mail with information about your payment. Please print the confirmation for your records. This receipt indicates that a transaction is acknowledged by the system and being processed.

**(student screenshots below)**

**Enroll & Pay** Student Homepage

<b>Spring 2020 Credit/ No Credit</b> 	<b>Main Menu</b> 	<b>Holds &amp; To Do's</b> 	<b>Academic Records</b> 
<b>Degree Progress &amp; Graduation</b> 	<b>Personal Details</b> 	<b>Share My Information</b> 	<b>Transfer Credits</b> 
<b>Manage Classes</b> 	<b>Student Financials</b> ←  Payment Due	<b>Financial Aid</b> 	

Student Homepage **Pay Bills**

Pay Bills | Beak'em Bucks | Dining Dollars

Account Inquiry	<b>MAKE A PAYMENT</b> By clicking on a button below, you will be redirected to KU's contracted monetary processor. >>This redirect opens in a new window, therefore you must allow popups within your browser settings.<<  <b>Pay Tuition, Housing and Other Charges</b> ⓘ  NOTE: Payment Delegates are handled separately from the delegate access to the student's records. The credentials for a Payment Delegate must be created in the system of the third-party payment processing system. Please see the links below for more information. <a href="#">Instructions for Student</a> <a href="#">Instructions for Delegate</a>
Account Balance	
Charges Due	
<b>Pay Bills / KUCard / Dining \$</b> ←	
Direct Deposit	
Account Activity	
Account Services	
<b>Due Now 14,371.75</b> Currency used is US Dollar	

**Delegate Instructions:**

**(NOTE:** to make payments, your student must grant you Student Financials Delegate access in Enroll & Pay).

1. Log in to the Enroll & Pay Delegate site at [delegate.ku.edu](http://delegate.ku.edu) using the credentials you received via email from [registrar@ku.edu](mailto:registrar@ku.edu) titled "ACTION REQUIRED: Access to (your student's name) school data has been granted to you". Instructions can be found here: <http://registrar.ku.edu/da-delegate-instructions> (**Note:** Delegate must have been granted Student Financials access by their student).
2. From your Delegate Homepage, select the My Student's Information tile
3. From the left menu, under the "My Student's Information" folder, click the "Pay Bills/Beak'em Bucks/Dining" link.
4. (Ensure that pop-ups are allowed) The page will default to the "Pay Bills" tab, so simply click the green "Pay Tuition, Housing and Other Charges" button. This will open a new tab/window to the payment site. (If you wish to add funds to Beak'em Bucks or to a Dining Dollars plan, please click on the corresponding tab instead).
5. This will open a new window in your browser which is transferring you to a TouchNet (our 3<sup>rd</sup> Party Payment vendor) login screen. If this is your first time navigating TouchNet, you will be presented with a one-time connecting page:
  - a. This is a one-time connection\* between your old and new accounts. You should not encounter this screen for subsequent logins. Instead, after you click the green button, it will take you directly to your student's payment screen.
  - b. If your student previously setup your TouchNet account, you will use the portion of the screen titled "Existing Authorized Users". Enter the same credentials you currently use to log into TouchNet.
  - c. If your student had NOT previously setup your TouchNet Payment Delegate access, use the portion of the screen titled "Create New User".
6. Click the green "Make Payment" button in the Student Account box, enter amount to pay, choose your payment method and click the Select box, then follow the instructions on screen to enter your financial information.
7. Once the payment is processed, you will see a receipt. In addition, you will receive an email with information about your payment. You may print the confirmation for your records. This receipt indicates that a transaction is acknowledged by the system and being processed.

**(delegate screenshots below)**

The University of Kansas



## ENROLL & PAY : DELEGATE ACCESS

The University of Kansas  
The University of Kansas Medical Center

### Updates

For Delegate access as a parent or guardian, please go to [DELEGATE.KU.EDU](http://DELEGATE.KU.EDU) and use the information from your email from your student to sign on. Please note that Delegate is not available with mobile.

[Help tutorials and FAQs](#)

enrollandpay@ku.edu  
(785) 864-8080

### Enroll & Pay Delegate Login

Login for Delegates who have already created their UserID and been granted data access by a student.

User ID:

Password

[Forgot your UserID or Password?](#)

[Sign in](#)

## Enroll & Pay

[Delegate Homepage](#) 

### My Student's Information



### Required! Update Profile & PIN



### Shared Information

[Delegate Homepage](#)  

**KU Select Student to View**

These students have granted you access to their data.  
Select the student whose data you wish to view, and click the 'Save' button. Your selection will remain in effect for the duration of your session, or until you return to this page and choose a different student.

Readmit, Richard 1 row

[Save](#)

- My Student's Holds & Tasks
- My Student's Financials
- My Student's Bills
- My Student's Account Balance
- My Student's Charges Due
- My Student's Payment History
- My Student's 1098T
- Pay Bills/Beak'em Bucks/Dining
- My Student's Financial Aid
- My Student's Records

The screenshot shows the 'KU Shared Information' page. At the top, there are navigation tabs: 'Pay Bills' (circled in green), 'Beak'em Bucks', and 'Dining Dollars'. A red arrow points to the 'Dining Dollars' tab. On the left is a sidebar menu with 'Pay Bills / KUCard / Dining \$' circled in green. The main content area is titled 'MAKE A PAYMENT' and contains a green button labeled 'Pay Tuition, Housing and Other Charges' which is also circled in green. Below the button is a note about payment delegates and links for 'Instructions for Student' and 'Instructions for Delegate'.

**\*One-time Connection Page**

The screenshot shows the 'KU/KUMC Payment Delegate Login' page. It features a header image with the KU Jayhawk logo. The main heading is 'KU/KUMC Payment Delegate Login'. Below it is the section 'Existing Authorized Users' with a text box explaining that this is a one-time step to link accounts. There are two input fields: 'Enroll & Pay Delegate ID:' and 'Password:'. Below these are links for 'Forgot Password' and a green 'Login' button. To the right of the login section, there is explanatory text: 'This page is a one-time step to connect your TouchNet payment account.' and 'If your student had previously created your TouchNet payment account, you will use the portion of the screen titled "Existing Authorized Users". Enter the same credentials that you had used to previously log into TouchNet.'

The 'Create New User' section is also visible, with a text box stating 'If you do not have a user account, please create one below.' and an input field for 'Enroll & Pay Delegate ID:'. Below this is a green 'Create New User' button. To the right of this section, there is explanatory text: 'If your student had NOT previously created your TouchNet payment account, you will use the portion of the screen titled "Create New User".'

At the bottom right, there is a link: 'Delegate Information Page (https://student-account-services.ku.edu/pay-online).'

 <a href="#">My Account</a> <a href="#">Make Payment</a> <a href="#">Help</a>		<a href="#">Select Student</a>
<b>Announcement</b> Welcome to the University of Kansas and the University of Kansas Medical Center Bill Payment site. Note that the amount shown is your overall account balance. Please Select your primary (or home) campus.	<b>Student Account</b> ID: xxx7101 <b>Balance</b> \$225.00 <a href="#">View Activity</a> <a href="#">Make Payment</a>	<b>My Profile Setup</b> <a href="#">Personal Profile</a> <a href="#">Security Settings</a>